

~~CONFIDENTIAL~~

30 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Acting Director of Information Services

25X1

SUBJECT: OIS Weekly Report (23-29 March 1983)

Classification Review Division

On 31 January 1983, CRD began reviewing Summaries of Agency Employment (SAE) for all overt employees required to submit them when leaving Agency employment. During this two-month period, approximately 25 percent of the 32 SAEs submitted required the deletion of material.

During the week, the Division reviewed 15 Foreign Relations of the United States series manuscripts (37 pages) for State Department, four manuscripts (147 pages) for the Publications Review Board, two documents (six pages) for DOD, and 16 miscellaneous documents (862 pages) in other categories.

Records Management Division

Chief, Records Systems Branch and a Regulations Control Division representative, along with the DA Information Review Officer and officers from DO, DDI, and OL, attended a meeting chaired by OGC to resolve the differences expressed by components in commenting on OGC's proposed

[redacted] As a result of this meeting, the proposed regulation will incorporate substantially all of RMD's comments which were focused primarily on keeping the responsibility for records searches in command channels and eliminating any new authority for OGC.

25X1

Representatives of RMD attended a presentation by 3M Company on an office copier modified to prevent the copying of "fixed" classified documents. A "fixed" document has a small strip attached to the back of the page. If a document containing the strip is sent through the copier, only a blank sheet of paper emerges. If desired, the copier can be set to retain the original document, sound an alarm, or activate a closed-circuit television system. 3M also described the installation of a sensing system around exits that will sound an alarm if someone tries to remove a "fixed" document from the building. This system is similar to

UNCLASSIFIED when separated
from background.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

the systems used to prevent shoplifting and unauthorized removal of books from a library. Unless all of the copiers in a building are modified, however, a document could be copied elsewhere. The copier functions normally on documents without the strip.

During this period, approximately 260 cubic feet of material were destroyed in the hammermill.

Representatives of the Information Technology Branch (ITB), Archives and Records Center Branch, and OS met to resolve the problem of improperly marked codeword material being sent to ITB for input into ARCINS. OS will work with Directorate RMOs and appropriate security officers to ensure that codeword material is correctly marked and sent through the proper channels. In addition, ITB will modify the ARCINS program so that output listings contain the appropriate codeword cautions.

ITB conducted Top Secret collateral document audits in the Audit Staff/IG, Military Personnel Branch/OP, OL, OMS, and FBIS. The results were positive and each unit was commended on their procedures.

An RMD officer attended the Association of Records Managers and Administrators' monthly meeting where the records manager for the Bechtel Power Corporation gave a briefing on the problems of controlling sensitive records. Bechtel's records are constantly subject to intensive audits and are controlled through a document control center. The number of records positions at Bechtel is maintained at approximately ten percent of the professional work force, and they currently have 14 people to service 140 architects, engineers, and managers.

Regulations Control Division

RCD completed 59 major actions on regulatory issuances, including preparation of ten new and revised issuances, negotiations on 16, and publication of two. Of particular interest was the notice announcing the appointment of Charles E. Waterman as Vice-Chairman of the National Intelligence Council.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated

25X1

~~CONFIDENTIAL~~

EXO/OIS: (30 Mar 1983)

STAT

Distribution:

- Original & 2 - Addressee w/att
 - 1 - C/CRD w/att + background
 - 1 - C/IPD " "
 - 1 - C/RMD " "
 - 1 - C/RCD " "
 - ✓ 1 - D/OIS Subject w/att + background
 - 1 - D/OIS Chrono w/o